



**Animal Services
STATEMENT FORM**

WITNESS INFORMATION

Complainant's Name	DOB	Age	Race	Sex	DL or ID#
Complainant's Address	City		State	Zip Code	
Home Phone	Cell Phone	Email			

VIOLATION INFORMATION

Specific Date of Violation	Specific Start Time of Violation <input type="checkbox"/> AM <input type="checkbox"/> PM	Specific Stop Time of Violation <input type="checkbox"/> AM <input type="checkbox"/> PM
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ANIMAL INFORMATION

Address of Animal Owner			City	State	Zip
Breed	Size <input type="checkbox"/> Small <input type="checkbox"/> Med. <input type="checkbox"/> Lg.	Hair Length <input type="checkbox"/> Short <input type="checkbox"/> Med <input type="checkbox"/> Long	Color(s)	Markings	

STATEMENT

This is a legal document – Read both sides prior to signing

SIGNATURES

Witness Signature:	Date
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STATEMENT FORM

This Statement Form is a legal and binding document. By providing a signature on this document the complainant is acknowledging that the facts contained within are true and correct to best of his/her knowledge. A signature also indicates that the complainant is willing to testify in a court of law concerning the matter

The personal information requested on this document will be used to identify and subpoena the complainant should the issue be set for trial. Prior to signing this document, the complainant should understand that the information provided on the statement will become a matter of public record and can be released in compliance with Colorado Revised Statutes.

Before any legal action can be taken, the statement needs to include the following:

- **Name, date of birth, age, race, sex, driver license or identification number, complete address, and a valid telephone number** of the complainant.
- **Date and approximate time of violation (s).** If the statement is for a Barking Dog, it must include the time that the dog started barking and a time the dog stopped barking.
- **Address of animal owner.** It is best to provide an exact address. If an exact address is not possible then identify the location of the violation as a hundred block and street name
- **Description of the animal.** In most cases a general description is best. Example: a medium black Labrador type of dog or one large white dog.
- **Statement Section.** The complainant should describe the who, what, where, and when of the alleged violation. The Animal Welfare Officer who investigates the matter will use the statement to establish probable cause that a violation occurred. If any required information is omitted, the Officer cannot establish probable cause and therefore no action can be taken. Background information is sometimes useful to help solve the problem, but this type of information should be kept to a minimum.
- **Corroborating Witness** from an address other than the complainants.

Once the statement is completed return it to Centennial Animal Services via one of the following methods:

Fax: (303) 325-8079

E-Mail: CAS@centennialco.gov. Must scan with signature then attach to E-mail

Mail: Centennial Animal Services 7272 S. Eagle Street Centennial, CO 80112

During normal business hours, which vary by season, you may deliver the statement in person at the above address. Please call to make arrangements prior to delivery in person. In emergency situations or where special circumstances occur please contact CAS to make other arrangements.

Once CAS receives a statement it will be reviewed to ensure it contains all of the required information. An Animal Welfare Officer will then conduct an investigation to establish probable cause and determine the most appropriate action to be taken. This can include a Warning, Penalty Assessment, or a Summons and Complaint to court. It is the Investigating Officer's discretion that will determine which corrective measure will be used to address the problem. This decision will be based on Centennial Municipal Code, the frequency of the problem, the severity of the violation, prior violations, and a myriad of other factors. Although the complainant's suggestions are always welcome, the Investigating Officer will make the final decision on how best to attempt to resolve the matter.

We will strive to address your concerns as soon as possible. Our response time may vary due to emergency calls for service, work load, weather conditions, manpower, and a variety of other factors. If an accurate and complete statement is received, we will make every attempt to address the matter on the day after the complaint is received. If the complainant would like contact please indicate such on the statement and an Officer will attempt contact with the complainant once corrective measures have been taken.